

Post Application Process

If an application is incomplete, you will be notified twice by email or phone. Your file can remain pending or inactive for ninety days. It is your responsibility to complete the application or it will not be processed.

Licensing applications for renewals, substitutes, and reapplication should be completed within one week after the application is received. The new license will be sent to the email address listed on the application as an attachment that can be saved and/or printed. If you do not receive a notice with your new license within two weeks, please use the Find a Teacher link on our website. Submit your name or license number and use the Print Certificate feature.

Initial licensing applications and additional endorsement applications may take thirty days depending on the volume of applications in our offices*. Applications are date stamped and analyzed in the calendar order that they have been receipted. Use the Find a Teacher link on our website to check the status of your application. If you qualify for a license, the new license will be sent to the email address listed on the application. If you do not qualify for a license, you will be notified by email about the deficiencies for qualification.

* New hires should contact their human resource department for information about how to submit an initial licensure application which includes an offer of employment for priority processing.